

04 AUG 1994

OPNAV Required Reports/Data Requirements

<u>ARTICLE</u>	<u>WHAT</u>	<u>WHEN SUBMITTED</u>	<u>SUBMITTED BY</u>	<u>TO WHOM SUBMITTED</u>
103 - Awards	permanent record of all awards processed	maintain	OPO	N/A
103 - Awards	Signed citation	at occurrence	OPO	BUPERS (Pers-313C)
103 - Awards	copies of the previous month's official OPNAV 1650s, citations and certificates	by 10th of each month	OPO	N09B33
106 - Career Counseling & Retention	Career Counselor Records	when member transfers/separates	Division Career Counselors	N09BN
106 - Career Counseling & Retention	Monthly Retention Report and the Reenlistment/Retention Report	no later than the last working day of each month	Division Career Counselors	N09BN
115 - Personal Excellence	Demographics of discipline, advancement, retention and awards	maintain	OPOs	N/A
207 - Organization & Manpower	annual AMD review of manpower requirements	each September	OPO	N09B23
207 - Organization & Manpower	revalidation of subspecialty requirements	2 months prior to the convening of the biennial Subspecialty Review Board	OPO	N09B23
207 - Organization & Manpower	manpower mobilization requirements	within 30 days of the AMD review	OPO	BUPERS (Pers-5) via N09B23
210 - OPNAV Locator	updated changes to Personnel Locator (OPNAV 5310/14)	when they occur	OPO	N09B23

211 - FOIA	Annual FOIA Report (DD 2564)	by 20 January of each calendar year	OPO	N09B30
216 - Standards of Conduct	Foreign awards, gifts, & non-U.S. Service Decorations to U.S. personnel from foreign governments	at occurrence	member/ employee	If valued under \$200, report on SF 278; if valued over \$200, turn into N09B33
216 - Standards of Conduct	Gifts of travel, lodging and related expenses to attend meetings or similar functions	at occurrence	member/ employee	complete form on pp. 216-7&8; forward to N09BL
216 - Standards of Conduct	Financial Disclosure Report (SF-278)	annually, no later than 1 May; upon entry to an executive position; and upon termination of employment	flag officers and Senior Executive Service personnel, and others in equivalent paygrades	N09BL
216 - Standards of Conduct	Confidential Financial Disclosure Report (SF 450)	annually, prior to 31 October	personnel in paygrades at or below O-6, GS-15, or comparable pay rates, whose official actions may have a significant economic impact outside the government	N09BL via the supervisor
216 - Standards of Conduct	billets and positions within the organization for which the filing of an SF-450 is required. Notify incumbents in writing.	30 September	OPO	incumbents filling SF 450-required billets
218 - Telephone Service	DD 218 Telephone Directory Alphabetical Section Change Order & DD 218-1, Telephone Directory Classified Section Change Order	when requested or as changes occur	individual offices	N09B32 via the requesting office's Supply & Equipment Coordinator

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223 - Recreation Association	audit of NORA fiscal operations	at the end of each fiscal year	N09B ensures	N09B
227 - Privacy Act	Privacy Act Report (OPNAV 5211/10)	annually, by 31 March	OPO	N09B30
309 - Performance Management	Performance Appraisal Progress Review for GS/GM-15 and below employees	once during the appraisal period, normally mid-way during the cycle	supervisors	N/A (supervisor and employee sign form to note that the progress review was conducted)
309 - Performance Management	Annual Rating of Record for GS/GM-15 and below employees	31 Oct for PARS employees; 31 Jul for APAS employees	first & second level supervisors	Activity Head Designee
309 - Performance Management	Close-Out Ratings/Special Reviews for GS/GM-15 and below employees	various circumstances; see paragraph 309.5	first & second level supervisors	Activity Head Designee